



## LAW CLERK - SOMERSET COUNTY MARYLAND

Closing Date: April 8, 2016

Office: Circuit Court for Somerset County, Princess Anne, MD

The Circuit Court for Somerset County has an opening for an Interim Law Clerk. The term of this clerkship is **June 13, 2016 through August 12, 2016.**

This is a unique opportunity to put your legal skills to work, learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

Responsibilities include conducting legal research, drafting memoranda/proposed orders/opinions for a Circuit Court judge. Assignments may also include assisting administrative judge with issues relating to special programs (drug court, ADR, domestic violence, etc.); working with prosecutors, bar, and support agencies to coordinate case management improvements; reviewing and summarizing case files; organizing evidence; responding to attorneys and self-represented litigants.

Selected candidates who are in their second year at an accredited law school or someone with a Juris Doctor (J.D.) degree from an accredited law school will be paid \$19.18 per hour. Those who are Maryland Bar Members will be paid \$22.00 per hour. Those selected must be knowledgeable of Maryland law and procedure, and of the function and jurisdiction of the Circuit Court of Maryland. Candidates must: be computer proficient and be experienced in the use of word processing software (preferably WordPerfect or Word); be proficient in performing all types of legal research, including on-line and web-based research; have sound logic, excellent organizational, problem solving, communications and interpersonal skills, as well as the ability to compose written reports and business/legal correspondence.

For consideration, please submit resume and writing sample (no faxes or emails) to the attention of:

Honorable Daniel M. Long  
Circuit Court for Somerset County  
P.O. Box 279  
Princess Anne, MD 21853

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information,**

**gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**